

The U. S. Democracy and Human Rights Fund II

PROJECT APPLICATION

All project applications for 2006 funding consideration must be received in this office by **November 15, 2005**. **Please keep your proposal between \$5,000 and \$12,000.** All projects must be completed within 12 months after any contract agreement has been signed.

Please provide as much information as you can on your proposed project. If you need extra space for your answers, you may attach additional sheets of paper. If possible, please type the application information.

A. GENERAL INFORMATION

1. Name of Organization: _____
2. Name of activity: _____
3. Date of application: _____
4. Organization's mailing address, including region:

5. Email address: _____
6. Telephone and Fax numbers: _____
7. Location of project: _____
8. Tick the topic which best describes your activity sector:

Human Rights _____	Democratic development _____
Media rights _____	Legal rights _____
Women's rights _____	Child rights _____ Labor rights _____

B. ORGANIZATIONAL BACKGROUND

Project Director/Coordinator: _____

Qualifications: _____

2. Please describe your organization. Are you a professional association, NGO, independent academic group, independent media organization, etc.? What is the purpose of your organization?

3. Please list other activities the organization has undertaken as well as any previous grants it has received. List prior management experience conducting similar activities.

4. What year was your organization started? _____

5. What year was your organization registered? _____

6. How many members belong to your organization? _____

7. How many paid staff members does the organization employ? _____

C. PROJECT INFORMATION

1. Describe the project activity in detail.

2. What is the work plan or schedule for the project? How long will each phase of the project take to complete? How many weeks or months will it take to complete the project?
3. What are the specific objectives for this project?
4. What problems might delay or limit the success of the project? How can they be addressed and overcome?
5. Describe any work your organization has already completed on the project.
6. Has this project received any other source of funding so far?

D. PROJECT BENEFICIARIES AND PARTICIPANTS

1. How many individuals will benefit from the project directly or indirectly? In what ways will these people benefit?
2. Please describe the social and economic condition of the people who will benefit from this project. Approximately what percent is male or female?
3. How does this activity promote human rights or support a more open political and democratic society?

E. PROJECT MONITORING AND EVALUATION

1. How do you plan to supervise or monitor activities related to this project?
2. What process will you use to evaluate the project to make sure your objectives are being met?
3. Who will participate in the evaluation and when?

F. FUNDING

1. Please list the total DOLLAR amount requested from the DHRF Fund for this project. What rate of exchange did you use to arrive at this \$ amount?

2. Please describe any financial resources your organization has to fund uncovered project expenses.

G. ESTIMATED BUDGET

The budget should be stated in US dollars. It is to include ALL costs of the project such as travel, food, stationery supplies, rental halls and equipment, salaries and allowances, T&T for participants, etc. (Additional paper may be used for this or any of the application questions).

Budget Line Item	Amount in US\$	Explanation of costs
1.		
2.		
3.		
4.		
5.		
6.		

PLEASE SUBMIT APPLICATION TO:

Joycelyn Narayan
Democracy and Human Rights Coordinator
U.S. Embassy
P.O. Box 194
Accra, Ghana

DATE_____